

VERMONT FORENSIC LABORATORY

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INSTRUCTIONS FOR SAMPLE COLLECTION AND PACKAGING FOR INDEPENDENT BLOOD SPECIMEN

Kit Contents:

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| 1 Styrofoam carrier | 1 Grey top blood collection tube |
| 1 Biohazard bag with document pouch | 2 Red evidence seals for cardboard mailer |
| 1 Instruction Sheet (ALC_F005) | |
| 1 Request for Independent Blood Collection form (ALC_F003) | |
| 1 Request for Independent Analysis of Blood for Alcohol/Drug Content form (ALC_F004) | |

Subject:

1. Provide kit to the medical personnel that will be collecting the blood sample.
2. Sign the permission line on the "Request for Independent Blood Collection" form (ALC_F003) when requested by the medical personnel.
3. Provide the "Request for Independent Analysis of Blood for Alcohol/Drug Content" form (ALC_F004) to your lawyer or mail to the Vermont Forensic Laboratory for processing. Refer to ALC_F004 for further instruction.

Note: Blood samples will be destroyed after 45 days, as allowed per statute, if a request for analysis is not received by the Vermont Forensic Laboratory.

Medical Personnel:

1. Complete the form titled "Request for Independent Blood Collection" (ALC_F003), leaving the "Time of Collection" line blank until blood is drawn.
2. Confirm that the subject has signed the "Request for Independent Blood Collection" form (ALC_F003) to grant permission for the collection. If not, have the subject sign.
3. Draw blood samples following your normal protocol using a prep pad which does not contain alcohol.
4. Discard the prep pad and needle as per your normal protocol.
5. After collection, invert tube several times to ensure complete mixing with the preservative and anticoagulant.
6. Return the tube to the styrofoam carrier.
7. Place the carrier in the plastic biohazard bag and close the bag.
8. Record the time of blood collection on the "Request for Independent Blood Collection" form (ALC_F003).
9. Place the form (ALC_F003) in the document sleeve of the plastic biohazard bag. ***Note: Do not include ALC_F004, see subject instruction #3.***
10. Return the styrofoam carrier and biohazard bag into the cardboard mailer.
11. Record the "Date" and "Initials" on the red tamper-resistant seal and apply the seal over the openings of the cardboard mailer.
12. Return the kit to the Vermont Forensic Laboratory via hand delivery or certified mail.

Note: If the current date is beyond the kit expiration date you may use an unexpired gray top tube from another source.

The laboratory will decontaminate and discard any specimen which is improperly packaged and which may pose a health risk to personnel.

Questions or comments regarding these instructions may be submitted to the Vermont Forensic Laboratory by mail or phone.